

**SBCS
Contract Materials Check-In**

School Name:_____

- 1. Copy of the signed Articles of Incorporation or other documentation verifying the business entity which is contracting with the State Board for Charter Schools.**

Initial:_____

- 2. Completed W-9 and original GSA.**

Initial:_____

- 3. Copy of the documentation of approved Use Permits by the building inspector in the municipality in which the charter school is located (Certificate of Occupancy)**

Initial:_____

- 4. Copy of the documentation that the premises to be occupied for the school have been inspected by the State Fire Marshal's Office and the fire department who has local jurisdiction over the location of the charter school.**

Initial:_____

- 5. Copy of the documentation sent to the Secretary of State's office notifying them where school's open meeting notices will be posted.**

Initial:_____

- 6. Any documentation from County Health Department Officials.**

Initial:_____

- 7. Proof of Insurance**

Initial:_____

- 8. Correct information on title pages**

Initial:_____

- 9. Occupancy Compliance (if 3 and 4 are not supplied)**

Initial:_____

- 10. Exception procedures USFRCS and Procurement**

Initial:_____

Charter School Staff Signature:_____

Date:_____

School Representative Signature:_____